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Approved For Release 1999/08/27 : CIA-RDP78-04691A000100060014-1

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer

FROM : Budget Officer

SUBJECT: Increase of Vouchered Positions for Fiscal Division,  
Administrative Staff

DATE: 20 July 1950

1. In the 1952 vouchered budget estimates for the Fiscal Division, Administrative Staff, there are requested funds for seven (7) new positions in excess of the present table of organization which, if approved, will increase the T/O from [REDACTED] for the current year (1951) and budget year (1952). The justification given is to handle anticipated increase of 10 per cent in workload. The positions requested are as follows:

25X9A2

Position	No.	Grade	Organizational Unit	1951	1952
Accountant	1	GS-11	Accounts Branch	x	x
Accounting Clerk	1	GS-5	Accounts Branch	x	x
Fiscal Auditor	1	GS-7	Claims Branch	x	x
Payroll Clerk	1	GS-4	Payroll Branch (Preparation)	x	x
Auditor	1	GS-5	Payroll Branch (Retirement)	x	x
Clerk	2	GS-5	Fiscal Processing Branch	x	x
Total	<u>7</u>				

*Rec'd 4-50*  
*10 10*  
*+3*  
*+1*  
*+2*  
*8- 3*

2. In addition to seven (7) new positions a total of thirty-one (31) reclassifications to higher grades has been requested for the current year (1951) over that which was budgeted.

3. As you will recall the Management Survey dated 27 March 1950 recommended a reduction of four (4) positions; the "Call for Estimates for Fiscal Year 1952" requested that present table of organization be used as basis for preparation of estimates for budget year and the Director's memorandum of 28 April 1950 requested that careful scrutiny of current authorizations be made with a view to reductions where possible. In view of the above, I would appreciate your comments and/or recommendation in this matter.

FOIAb3b

E. R. SAUNDERS

*accounts**58-49*~~SECRET~~

JUL 29 1950

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*Phyllis Chapman*  
*Administrative Clerk*

UNITED STATES GOVERNMENT

DATE: SEP 1960

*Acck Branch fund year 51*

*more fully staffed -*



25X1A1a

Director (Director)  
Chief of Bureau  
Administrative Staff

1. The following information was obtained from the Bureau of the Central Intelligence Agency (CIA) regarding the activities of the [redacted] in the [redacted] area. The information was obtained from a confidential source who has provided reliable information in the past. The information is being provided to you for your information and is not to be distributed outside your office.

Position	Grade	Name	Organization	Address
Chief of Bureau	GS-15	[redacted]	[redacted]	[redacted]
Deputy Chief of Bureau	GS-14	[redacted]	[redacted]	[redacted]
Chief of Administrative Staff	GS-13	[redacted]	[redacted]	[redacted]
Chief of Operations	GS-12	[redacted]	[redacted]	[redacted]
Chief of Intelligence	GS-11	[redacted]	[redacted]	[redacted]
Chief of Security	GS-10	[redacted]	[redacted]	[redacted]

*Adm. Staff*

The following information was obtained from the Bureau of the Central Intelligence Agency (CIA) regarding the activities of the [redacted] in the [redacted] area. The information was obtained from a confidential source who has provided reliable information in the past. The information is being provided to you for your information and is not to be distributed outside your office.

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